

OJCS-530-74
18 April 1974

MEMORANDUM FOR: Chief, Records Center

SUBJECT : Request for Destruction of Job No. 73-579

REFERENCE : OJCS-365-74, same subject, dated 15 March 1974

1. The Records Administration Branch, ISAS has advised me that you cannot destroy Job. No. 73-579 as requested in reference memorandum inasmuch as the authority cited for its retirement requires a retention period of ten years.

2. I have reviewed with appropriate OJCS and Office of Finance personnel the retention requirements for Job. No. 73-579, which contains information pertinent to the Voluntary Investment Plan for CY 1972. My review indicates:

a. The tapes should not have been forwarded to the Records Center for retention, but rather held in OJCS.

b. There appears to be no requirement for OJCS to retain VIP activity tapes subsequent to acceptance of the Annual Activity Report by the Office of Finance.

c. The Office of Finance Records Control Schedule No. 31-69-3805, item 15a-k covers retention of VIP files.

3. Attached are three memoranda to OJCS from the Office of Finance relating to VIP activity which support OJCS destruction of 1971 and 1972 activity files.

4. Please destroy Job. No. 73-579.

Attachments: a/s

APPROVED:

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180001-3

Date

CIA Records Management

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	CIA/RMC [redacted] Room 2E [redacted]		
2			
3			
4	Records Center [redacted]		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>This is a case where OJCS wishes to destroy tapes stored at the Records Center prior to the Records Control Schedule disposition authority.</p> <p>Your signature of approval is needed before the Records Center can take action.</p> <p style="text-align: right;">Pat</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
RAB [redacted]			29 Apr 74
			SECRET

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Office of Computer Services

became

Office of Joint Computer Support
and transferred to DDM&S 30 March 73.

